



WORKFORCE DESIGN SPECIALIST

Job Code: 495CBE
Bargaining Unit: 06
Effective Date: 4/3/2009

Position Summary

Responsible for conducting job analysis and evaluation studies and partnering with Workforce Management to ensure that staffing needs are met in a high quality, timely and cost-effective manner.

Reporting Relationship

Report to the Assistant Director, Human Resources.

Key Relationships

District administrators and principals, Workforce Management Team, Human Resource leadership and staff and other District staff as required.

Primary Responsibilities

The essential functions include, but are not limited to, the following fundamental duties:

Conduct job studies for new positions and existing positions for potential upgrade for all employee groups throughout the District, including processing all the necessary paperwork and correspondence.

Consult with administrators relating to the design and unit placement of new positions and develop class specifications, job descriptions and/or job postings.

Consult with Negotiations/Employee Relations to determine bargaining unit and pay grade placement of new positions.

Provide customer service to District staff by responding to inquiries relating to job studies, designing new positions, bargaining unit agreements and related issues.

Provide expertise to Workforce Management teams to ensure that job postings are accurate and up-to-date.

Maintain job analysis system for all district job titles.

Maintain and update, as necessary, job descriptions for all district titles.

Conduct customized salary surveys.

Perform special projects relating to job analysis and evaluation, compensation and related issues as necessary.

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Responsibilities (continued)

Assist in the development of career ladders and lattices to aid in recruiting, training and retaining district employees.

Evaluate the training and experience of applicants; may participate in oral interview committees and monitor and summarize the interview results as required.

Contribute to the District's inclusive workplace efforts by fostering a safe, welcoming and respectful environment.

Perform other related duties as assigned.

Knowledge, Skills and Abilities

Considerable knowledge of human resource administration, job analysis and evaluation and compensation.

Considerable knowledge of human resource operations.

Considerable knowledge of Minnesota Data Privacy Act, data collection and analysis.

Considerable ability to communicate effectively, orally, in writing and listening.

Considerable ability to prepare job descriptions.

Considerable ability to gather and evaluate information and to analyze that information for making job classification decisions.

Considerable ability to establish and maintain effective working relationships with District employee and representatives of other groups or organizations as appropriate representing a diversity of cultural and ethnic backgrounds.

Considerable ability to independently analyze issues, plan and undertake appropriate actions, make sound decisions and defend findings and conclusions clearly and convincingly.

Minimum Qualifications

Bachelor's degree in personnel administration, labor relations, psychology or a related field and three years of professional experience in human resources or a Master's degree in personnel administration, labor relations or a related field and one year of professional experience in human resources. Experience in job analysis and job evaluation, particularly with a point-factor type of job evaluation system, is preferred.